

Appointment Type: Non-Permanent

Working Time: Full Time

Reference Code: 21233 e

Opening Date: 04/02/2010

Closing Date: 04/06/2010

Production Assistant (CISA)

\$2957 - \$3869 (Range 44) with Great Benefits!

Agency Information

The Department of Corrections, Correctional Industries (CI) is seeking a highly motivated and qualified individual as a non-permanent Production Assistant within the Correctional Industries Supervisor Assistant job class located at CI Monroe Correctional Complex in Monroe, Washington.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,500 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

Correctional Industries is committed to maintain and expand offender work training programs which develop marketable skills, instill and promote positive work ethics, and reduce the tax burden of corrections. This position supports that objective by assisting in the production of CI products for sale to governmental agencies and nonprofit organizations. Assist in the day to day operations of the production of all shops located within Correctional Industries Monroe Correctional Complex. This includes but is not limited to Panel Shop, Print/Bindery Shop, Tab Shop, Laundry, Safety Shop, and other industry programs to be located within the compound in the future.

Assist in the supervision of the production unit ensuring that the production schedule is followed. Inspect products during and after production to ensure established standards are maintained. Follow the daily work schedule while assisting in the supervision and training of offenders. Train offenders in the effective performance to allow them to become contributing and functional employees of Correctional Industries. Provide input and examples of proper performance on a day to day basis in order to prepare offender for re-entry. Ensure offender workers follow established preventive maintenance program and notifies supervisor of equipment failures or needed repairs.

Maintain security, discipline, and order over assigned offender workers in accordance with DOC policy and CI directives. Control the use of tools, chemicals, and other materials. Monitor through observation and physical presence the offender workers clocking in/out of their respective job station. Maintain the

offender timekeeping system as it pertains to appropriate and accurate hours being recorded. Provide input to management for the preparation of monthly payroll. Gather all offender payroll information from shop supervisors to generate offender payroll, shop gross earnings reports, A-19 reports and Batch Headers for the site.

Qualifications

REQUIRED QUALIFICATIONS:

- Two (2) years of experience in a production or manufacturing setting.
- High school diploma, GED or equivalent.
- Valid driver's license.

PREFERRED/DESIRED QUALIFICATIONS:

- Quality certifications.
- Associate's Degree in business or closely related field.
- Experience working in a Correctional facility.

SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

- Works directly with offenders in an adult correctional facility in a production environment using machinery and tools.
- Core work hours are Monday through Friday 7:15 a.m. until 3:45 p.m.
- May occasionally require work in excess of forty (40) hours per week.
- Must be mobile while working with offenders.
- Must walk approximately 1/4 mile through the institution to work place and pass through security checkpoints to enter/exit the facility.
- Regular and predictable work attendance is required.
- Must be able to lift a minimum of forty (40) pounds.
- Must be able to enter and retrieve data from a computer.
- Must pass criminal justice background check.
- Must pass pre-employment substance test.
- Must join Union within thirty (30) days of employment.
- Must successfully complete CORE training for interaction with offenders.

Special Notes

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov website.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Positions in this classification are included in a Union Shop that requires employees to become members within thirty days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitsummary.asp>.

Department of Corrections Core Competencies for All Employees:

Safety, Treat Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity. For more information on these Core Competencies, please email nmriviera@DOC1.WA.GOV.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact Nicole Rivera at nmriviera@DOC1.WA.GOV or (360) 725-9177.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021233* and click on Start Search.
5. Click on the link Production Assistant (CISA), Monroe, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.